

City of West Lafayette Wastewater Treatment Utility

Billing Rules for Major Customers

Section 1. Adoption. These Billing Rules (the “Rules”) are adopted by the City of West Lafayette’s (the “City”) Board of Public Works and Safety (the “Board”) pursuant to Indiana Code § 36-9-23-7 and West Lafayette City Code Section 30.01.3.

Section 2. Effective Date. The Rules will go into effect for the monthly billing cycle beginning September 1, 2015.

Section 3. Applicability. The Rules apply to any Major Customer whose monthly wastewater usage is calculated by meter readings other than those meter readings supplied to the City’s wastewater treatment utility (“WWTU”) by the water utility serving the City. “Major Customer” is defined as a non-residential customer whose total aggregate usage is at least 1,000,000 gallons per month.

Section 4. Purpose. The purpose of the Rules is to establish billing controls and procedures for the WWTU. The Rules shall supplement the requirements applicable to the Board and the WWTU established in Section 30.01 et seq. of the West Lafayette City Code (“City Code”). In the event there is a conflict between the Rules and the City Code, the City Code will control.

Section 5. Meter Readings and Calculation of Monthly Bill. Where a Major Customer owns the meter(s) used to calculate monthly usage, the Major Customer will perform a monthly meter reading and provide WWTU with the usage information for purposes of the WWTU calculating the Major Customer’s monthly billing. Where WWTU owns the meter(s), WWTU will perform the monthly meter reading and will calculate the monthly billing. Sewer billings and invoices will be issued monthly by WWTU to Major Customers in accordance with City Code Section 30.09.8.

Section 6. Rates, Charges and Penalties. The applicable rates, charges and penalties for services rendered are detailed in City Code Section 30.09 et seq., as may be amended from time to time.

Section 7. Payment Due Date for Services Rendered. WWTU will issue a monthly bill to each Major Customer, and such bill will specify the payment due date. Any service charge not paid by the due date identified on the bill will be considered delinquent and subject to delinquent fees as specified in Section 30.09.16 of the City Code.

Section 8. Inspection of Meters and Audit of Meter Readings. WWTU has the right to itself, or through a third party, inspect all meters and audit meter readings performed by a Major Customer to ensure the accuracy of the meters and accurate meter readings at a mutually agreed upon schedule to ensure appropriate access is available to the WWTU. WWTU may perform itself or through a third party a flow meter inspection at its discretion, but no more than once per

year unless it has reason to believe the meters are malfunctioning. WWTU has the right to request meter reading records, including calibration logs and flow test data, at its discretion. Any inspection or request to examine records under this section will be done in accordance with City Code Section 30.03.5.

Section 9. Billing Adjustments. WWTU has the right to adjust a bill up to one year after a bill is first issued to a Major Customer to correct errors due to faulty meters, meter reading errors or any other billing errors.

Section 10. Right to Fix and Replace Meters. WWTU has the right to fix or replace a meter, if the meter is owned by WWTU, at its discretion. In the event the meter is owned by a Major Customer, WWTU has the right to require the Major Customer to fix or replace the meter at the Major Customer's expense.

Section 11. Billing Disputes. If a Major Customer disputes the monthly bill or an adjustment made to the monthly bill, such a dispute will be administratively reviewed for errors initially by the Utility Director, Clerk-Treasurer, and WWTU Billing Office. If the dispute is not resolved, it will reviewed by the Board in accordance with Section 30.09.8(c) of the City Code.